

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, March 22, 2021, 3:30 p.m.**  
**Meeting Held Through Cisco WebEx**

**ROLL CALL:**

Tom Diedrick-Vice Chair	<u>X</u>	Ann Hartman	<u>X</u>
John Fenner	<u>X</u>	Sup. Megan Borchardt	<u>Abs</u>
Corday Goddard-Chair	<u>X</u>		

**OTHERS PRESENT:** Patrick Leifker, Megan Walker (ICS), Matt Roberts (ICS), Cinnamon Harley (Apt. Assoc. of NE WI), Dave Diedrick & Kathy Meyer

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the February 15, 2021 meeting of the Brown County Housing Authority.

A motion was made by A. Hartman seconded by T. Diedrick to approve the minutes from the February 15, 2021 meeting of the Brown County Housing Authority. Motion carried.

**COMMUNICATIONS:**

None

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program:

- A Preliminary Applications  
There were 111 preliminary applications for February.
- B. Unit Count  
The unit count for February 2,855.
- C. Housing Assistance Payments Expenses  
The February HAP expense totaled \$1,468,678.
- D. Program Activity/52681B (administrative costs, portability activity, SEMAP)  
Not reported on during BCHA Meeting.
- E. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)  
  
In February there were 76 active FSS clients, 58 clients in level one; 15 clients in level two; 1 client in level three and 2 clients in level four. There was 1 new contract signed, 1 graduates, 46 active escrow accounts and 47 active homeowners.
- F. VASH Reports (new VASH and active VASH)  
For February there was 1 new VASH client, for a total of 40 active VASH clients.
- G. Langan Investigations Criminal Background Screening and Fraud Investigations  
For February there were 5 new investigations, 2 active and 3 closed. Fraud Investigations 2 were in Green Bay. Initial applications majority were in Green Bay with Allouez and Ashwaubenon.

A motion was made by J. Fenner, seconded by A. Hartman to receive and place on file. Motion carried.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

3. Consideration and review of a presentation by Cinnamon Harley of the Apartment Association of Northeastern WI regarding the landlord survey that was conducted as well as the results.

Cinnamon Harley, a member of the Apartment Association of Northeastern WI joined today's meeting to discuss a recently conducted landlord survey as well as the results. Cinnamon stated she received a good response from the survey.

Survey questions and responses were reviewed.

Cinnamon reviewed and discussion occurred on comments she received on ideas on how to end homelessness from the perspective of a landlord.

Question asked of Cinnamon if there is one thing that really stands out that the Housing Authority should be made aware of, what would that be? Cinnamon stated that landlords are more on-board with this than even she realized, and there are ways that we can all come together to solve issues. Discussion occurred on expectations and responsibilities for both the landlord and the tenant.

Suggestion made by C. Goddard to have ICS at our next meeting to share with the Board with an update as to when we enter into an agreement with a landlord and/or tenant what the current expectations are and continue this conversation with ICS.

A motion was made by J. Fenner, seconded by A. Hartman to invite ICS at our next meeting to share with the Board what the current state of the contract is with the landlord/tenant. Motion carried.

4. Consideration and review of the Section Eight Management Assessment Program (SEMAP) projections for the Brown County Housing Authority for Fiscal year ending December 31, 2020.

M. Walker explained the SEMAP process. This year, due to HUD waivers currently in place due to COVID-19, PHA's are not required to complete the certification for FY2020. ICS did prepare the information regardless of that waiver but will not submit the approval until required by HUD.

M. Walker stated that based on the projections that are provided, ICS anticipates being identified as a High Performing PHA if HUD would provide SEMAP ratings for FY2020.

A motion was made by T. Diedrick, seconded by A. Hartman to receive and place on file. Motion carried.

5. Consideration with possible action on the utilization of the Administrative Fee reserves to backfill an open "Housing Specialists" role with Integrated Community Solutions.

M. Roberts summarized the request to fill an open housing specialist position. M. Roberts explained that this position was not budgeted for and why when he created the 2021 budget. M. Roberts explained that in light of some HUD requests to lease-up the HCV program vouchers at a significantly higher level than currently being done, as well as the request to limit the cases being managed by the FSS Specialists to solely be FSS participants coupled with ICS managing caseloads, it has now presented a situation to fill this position. ICS staff are requesting approval from the Housing Authority Board to fill the open housing specialist position this year using administrative fee reserves.

Discussion occurred.

A motion was made by T. Diedrick, seconded by A. Hartman to allow ICS to approve the authorization to utilize administrative fee reserves if necessary, to backfill an open housing specialist role as presented to the Board. J. Fenner abstained from voting. Motion carried.

6. Consideration with possible action regarding BCHA Board's criteria to return to in-person meetings.

Patrick stated this is a follow-up based on a conversation Patrick had with J. Fenner and M. Borchardt concerning return to in-person meetings. It was felt that further conversation should be had at the BCHA Board level to gauge everyone's criteria for returning to in-person meetings. P. Leifker opened up for further discussion. Discussion occurred. Recommendation made to continue virtual meetings until the County goes back to pre-pandemic business as usual. P. Leifker will keep the Board informed.

#### **BILLS AND FINANCIAL REPORT:**

7. Consideration with possible action on acceptance of BCHA BILLS.

P. Leifker reviewed the bills.

A motion was made by J. Fenner, seconded by A. Hartman to accept and place on file the BCHA bills. Motion carried.

8. Consideration with possible action on acceptance of BCHA Financial Report.

P. Leifker presented the financial report.

A motion was made by A. Hartman, seconded by J. Fenner to accept and place on file the BCHA Financial Report. Motion carried.

#### **ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

9. Executive Director's Report.

No report.

**OTHER:** No other business.

Date of next scheduled meeting: April 19, 2021.

A motion was made by T. Diedrick, seconded by A. Hartman to adjourn the meeting. Motion carried.

Meeting adjourned at 4:17pm